Students participating in an internship or field studies program may be approved to count up to 10 PS 406 credits toward their Political Science major. Students must submit the online PS 406 Contract prior to the start of their internship/study.

ELIGIBILITY:
- Student must be a Political Science major
- Be in junior-year status or have completed six courses in Political Science (including PS 201 U.S. Politics)
- Have a 3.0 GPA overall and in the major.

PROCEDURE:
1. Student contacts the PS Internship Coordinator to discuss the internship/field studies program and how it relates to their Political Science studies, and to develop a plan of study with formal requirements (readings, number and length of required paper(s), timelines, and basis for final grade).
2. Next, the student must submit the online PS 406 Contract before the start of your internship/study and prior to the registration deadline.
3. The Undergraduate Coordinator will notify the student of approval status via email; registration instructions will be included.
4. The student is responsible for registering and completing the formal requirements outlined in the PS 406 Contract. Questions about assignments or timelines should be directed to the PS Internship Coordinator.
5. Papers must be submitted electronically to the PS Internship Coordinator per the timeline in the PS 406 Contract, but NO LATER than the Friday of Finals Week to avoid an Incomplete (August 20th for Summer term).
6. Incompletes can only be removed during the term immediately following the term in which registered, excluding summer.

CREDITS & FORMAL REQUIREMENTS GUIDELINES:
1. All PS 406 credits are to be graded and will be four credits per term. A student may register for only one PS 406 per term.
2. Political Science will accept no more than 10 internship credits towards degree requirements (PS 406 and/or OINT 488; e.g. a student who has received 4 credits of PS 406 can receive no more than 6 credits of OINT 488); credits do not count towards subfield requirements.
3. To receive credits, the student must write a paper at least 5,000 words in length (approximately 20 pages), text only, which should include the following:
   - Background of program, Legislator/Candidate, or Nature of Political Organization (1-2 pages).
   - Presentation and Analysis of the Internship Experience. This section should compromise the majority of the paper. Describe in detail the type of work performed. Examples of constituency letters, legislative research, campaign literature, etc. should be included in an Appendix, but they should also be described and analyzed in this section. Remember, this paper should be the intellectual equivalent of a research paper; instead of going to the library to gather information, you should use your internship experience to explain and comment on political phenomena or public policies. This section should not be a mere journal or chronological account of your internship.
   - Evaluation of Internship Experience (1-2 pages).
   - Appendix: Attach examples of any materials relevant to your internship. (This section does not count toward the 20-page minimum.) Please remember to keep a copy of your internship paper. The original will not be returned.

STATE LEGISLATIVE INTERNSHIPS
- All requirements and restrictions apply, but students also complete an application with the state capitol.
- State legislative internship credits are only available for a two-term sequence (4 credits per term). The paper will be 35-40 pages, due in spring term. The student will receive an “I” grade (Incomplete/in Progress) in winter term. If the student does not reregister for PS 406 in the spring term, they will receive a “Y” for the winter term.

Find the PS 406 Contract at http://blogs.uoregon.edu/polisci/undergraduates/internship/